

## **RFP Update Instructions**

The 2007 Request for Proposal (RFP) is an update grant application based on the 2005-2007 grant term including the 2005 Municipal Alliance needs assessment and RFP process. Due to the fact that this process is an update, there are three (3) versions of the application available. Below you will find descriptions of each version in order to determine which packet needs to be completed based upon the changes to the approved 2005 RFP grant application. Only one (1) version is to be completed and submitted for each Municipal Alliance.

### **Version 1:**

No changes to the current grant or changes made are (1) within the specific approved program line item; **and** (2) the total amount of the change of the approved program does not exceed 10% of the approved budget for the program being changed (*i.e. You have an approved program budget of \$1000 for Peer Leadership of which \$50 is moved from supplies to consultant*).

#### ***Forms to be submitted include:***

Form 1- Application for Funding Municipal Alliances  
Form 2- Municipal Alliance Committee Membership List  
Form 6- Municipal Alliance Budget Summary  
Form 11- Statement of Assurances  
Form 12- Fiscal Requirements  
Municipal Resolution

### **Version 2:**

The total amount of the change of the approved programs either (1) exceeds 10% of the approved budget for the specific approved program to be changed (*i.e. You have an approved program budget of \$1000 for Peer Leadership of which \$200 is moved from supplies to consultant*); **and/or** (2) involves the movement of funds between programs (*i.e. You have an approved program budget of \$1000 for Red Ribbon Week of which \$200 is moved to Peer Leadership*).

#### ***Forms to be submitted include:***

Form 1- Application for Funding Municipal Alliances  
Form 2- Municipal Alliance Committee Membership List  
Form 6- Municipal Alliance Budget Summary  
Form 7- Alliance Program Line Item Detail  
Form 8- Summary of Consultant Services Form  
Form 11- Statement of Assurances  
Form 12- Fiscal Requirements  
Municipal Resolution

### **Version 3:**

Changes to the current approved grant include new programs being submitted.

#### ***Forms to be submitted include:***

Form 1- Application for Funding Municipal Alliances  
Form 2- Municipal Alliance Committee Membership List

\*Form 4- Goals and Objectives- Outcome Evaluation

\*Form 5- Alliance Activity Plan

Form 6- Municipal Alliance Budget Summary

Form 7- Alliance Program Line Item Detail

Form 8- Summary of Consultant Services Form

Form 10- Grant Fund Match Summary Plan

Form 11- Statement of Assurances

Form 12- Fiscal Requirements

Municipal Resolution

\* To be completed for NEW programs only.